THE CITY OF ROCKFORD ILLINOIS, USA

RECRUITING BOOKLET

March 2011

Thank you for your interest in the Rockford Police Department. You have just begun to embark on a very exciting career opportunity with our Department. We are one of the largest Departments in this area, which affords us the ability to participate in a variety of law enforcement functions and specialties. This means that potential employees, once hired, will have the opportunity to apply and test for lateral and promotional positions.

Our Department seeks applicants, who reflect the diversity within our community. We need individuals who are able to communicate effectively, both in writing and verbally. We seek individuals with diverse life experiences. This type of diversity is what makes the Rockford Police Department unique.

I wish you the best during the testing process. Please read through this booklet, it will provide answers to most of your questions. Should you need further assistance during the testing process, please contact our recruiter at (815)987-5838 or email at recruiter@rockfordil.gov

Sincerely,

_____

Chet Epperson
Chief of Police

BENEFITS

UNIFORMS
All necessary uniforms are provided to an officer at no cost. This includes all leather items and duty weapon (Smith & Wesson 4046 .40 caliber semi-automatic).

HOLIDAYS
A total of twelve paid holidays are provided to employees.

SALARY
See Schedule on separate sheet.

HEALTH INSURANCE
The City of Rockford offers an excellent health and dental plan to all employees.

VACATION
A new employee can earn up to ten (10) days vacation during his or her first year of employment. After that, an officer will receive two weeks vacation. Vacation will then increase to three weeks after five (5) years of service and to four (4) weeks after fourteen (14) years of service, and five (5) weeks after twenty-four (24) years.

SICK LEAVE
Officers are provided with a liberal sick leave policy.

PENSION
Our pension plan is in accordance with the Illinois Compiled Statutes, 40 ILCS 5/. Both the participant and the City of Rockford contribute to the pension plan.

NOTE: Many of the listed benefits are provided for in a contract between the City of Rockford and the police officer's bargaining unit (P.B.& P.A.). They are subject to change whenever a new contract is negotiated.

QUALIFICATIONS

There are certain standards that an applicant must meet in order to become a Rockford police officer and these are summarized below. All qualifications are set within the Rules and Regulations of the Board of Fire and Police Commissioners, City of Rockford Ordinances and all applicable statutes.

AGE
An applicant must be 21 – 34 years old by the closing date of the application period. Exceptions apply to U.S. veterans and persons previously employed as police officers within a municipality.

DRIVER'S LICENSE
A valid Illinois Driver's License is required at the time of appointment to the Department.

EDUCATION
A high school diploma (or its equivalent) is required.

ARREST RECORD
An applicant must not have any felony convictions nor have been convicted of certain misdemeanors. A list of disqualifying convictions is contained within this booklet.

PHYSICAL CONDITION
All applicants will participate in the Physical Fitness Assessment Test, explained later in this booklet. Additionally, final candidates will undergo an extensive physical examination.

EYESIGHT
Vision must be correctable to 20/20 in each eye.

RESIDENCY
Effective October 1, 2001 employees must live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months after termination of the employee's probationary period. The probationary period is eighteen (18) months unless extended by the Board for performance reasons.

DISQUALIFICATIONS FOR APPOINTMENT TO THE ROCKFORD POLICE DEPARTMENT

By action of the Rockford Board of Fire and Police Commissioners the below list of specific offenses automatically disqualify anyone from being a police officer with the City of Rockford. If you have been convicted of any of the offenses listed on this page, you cannot be a police officer in Rockford.

The Board's action is based upon legislation in the Illinois Compiled Statutes, namely, 50 ILCS 705/6, 50 ILCS 705/6.1, and 65 ILCS 5/10-2.1-6.

DISQUALIFYING OFFENSES

- **ANY** Felony
  Chapter 720 Illinois Compiled Statutes
- Indecent Solicitation of a Child (5/11-6)
- Adultery (5/11-7)
- Public Indecency (5/11-9)
- Sexual Exploitation of a Child (5/11-9.1)
- Prostitution (5/11-14)
- Soliciting for a Prostitute (5/11-15)
- Keeping a Place of Prostitution (5/11-17)
- Patronizing a Prostitute (5/11-18)
- Pimping (5/11-19)
- Aggravated Assault (5/12-2)
- Intimidation (5/12-6)
- Criminal Sexual Abuse (5/12-15)
- Theft (5/16-1)
- Deceptive Practices (5/17-1)
- Impersonating a Police Veteran/Fraternal Org. (5/17-2)
- Residential Picketing (5/21.1-3)
- Unlawful Use of Weapon, Subsections (1), (6), and (8) of (5/24-1)
- Unlawful Possession of Firearms and Firearm Ammunition (5/24-3.1)
- Defacing Identification Marks of Firearms (5/24-5)
- Mob Action (5/25-1)
- Keeping a Gambling Place (5/28-3)
- Offering a Bribe (5/29-1)
- Resisting or Obstructing a Peace Officer or Correctional Institution Employee (5/31-1)
- Obstructing Justice (5/31-4)
- Escape / Failure to Report (5/31-6)
- Aiding Escape (5/31-7)
- Compounding a Crime (5/32-1)
- Perjury (5/32-2)
- Subordination of Perjury (5/32-3)
- Communicating with Jurors and Witnesses (5/32-4)
- Harassment of Jurors or Families of Jurors (5/32-4(a))
- Simulating Legal Process (5/32-7)
- Tampering with Public Records (5/32-8)
- Manufacture or Delivery of Cannabis (550/5)
- Delivery of Cannabis on School Grounds (550/5.2)

- Convicted of any misdemeanor crime of domestic violence involving the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

TESTING INFORMATION

WRITTEN EXAMINATION
Each applicant will take a written exam which will include a measure of basic skills included but not limited to Math, Reading, Comprehension, Grammar, and Report Writing. Study guides will be available on our website. A minimum of 70% is needed to pass the written exam. **NOTE: This exam will count for 40% of the final weighted score.**

PHYSICAL FITNESS ASSESSMENT This test, commonly referred to as the P.O.W.E.R. test consists of four (4) separate events, all of which are explained on the following pages and all of which are a PASS/FAIL. This will be the second test in the process.

PERSONAL DOCUMENTS
Applicants will be asked to provide several important documents by a specified deadline in each testing cycle. Some of these documents may take several weeks to obtain, so we recommend applicants order their documents well in advance to avoid missing the deadline. Those documents include:

- ✓ Certified copy of Birth Certificate
- ✓ Copy of High School Diploma or GED
- ✓ All High School Transcripts (official copies only, sealed & unopened from school.)
- ✓ Copy of High School Diploma
- ✓ Copy of Trade School Transcripts & Certificates
- ✓ Copy of Military DD214
- ✓ Copy of Citizenship or Naturalization Documents
- ✓ Copy of Driver's License
- ✓ Copy of Social Security Card
- ✓ Copy of Name Change Documents
- ✓ Copy of Divorce Decree/Marriage License
- ✓ Peace Officer Training Certificates
- ✓ Letters of Recommendation (optional)

NOTE: DOCUMENTS SUBMITTED WILL NOT BE RETURNED

PRE-INTERVIEW REVIEW
The Board reserves the right to remove an applicant who has passed the written and physical agility tests from the testing process before an oral interview if the applicant's character or employment history are unsatisfactory or if the applicant otherwise does not appear to be well qualified to discharge the duties of the position, from a review or his or her application, and background information. The Board shall notify any such applicant who is removed from the testing process.

ORAL EXAMINATION
Given by the Board of Fire and Police Commission; minimum passing score is 70%. The applicant's written application, written exam, and his or her background information may be evaluated and considered by each commissioner in conjunction with the interview in determining the applicant's oral examination score.
NOTE: This exam will count for 60% of the final weighted score.

ELIGIBILITY LIST
The Board will establish an eligibility list of applicants based on final scores. The length of the list is determined by the number of foreseen openings that will develop within the department over the life of the list. Therefore, some applicants that pass all phases of the testing process may not be included on the final eligibility list.

POLYGRAPH EXAM
Commonly referred to as a "Lie Detector" test.

PSYCHOLOGICAL EXAM
Advisory to the Board of Fire and Police Commission.

BACKGROUND INVESTIGATION

When an opening exists and a candidate is eligible to be hired, an in-depth background investigation is conducted by the Department. This investigation is advisory to the Board of Fire and Police Commissioners.

MEDICAL EXAMINATION

Final candidates will undergo an extensive physical examination, which includes drug, AIDS, audio, and vision testing. See the further explanation on Page 9 entitled PHYSICAL EXAMINATION.

REMOVAL FROM THE TESTING PROCESS

The applicant is responsible for meeting all scheduled deadlines and for arriving on time to all scheduled events and/or appointments. Failure to comply will result in the applicant's removal from the testing process

MILITARY / EDUCATIONAL PREFERENCE

Military and Educational points shall be applied in accordance with paragraphs 10-2.1-8 and 10-2.1-9 of the Board of Fire and Police Commissioners Act. The preference points awarded under this Section are not cumulative, and no applicant shall receive more than a total of 5 preference points.

Military and educational preference points of 5 points shall be applied to applicants described below:

- Persons who have successfully obtained an associate's degree in the field of law enforcement, criminal justice, fire service, or emergency medical services,
- Persons who have successfully obtained a bachelor's degree from an accredited college or university,
- Persons who have successfully obtained or received a certificate attesting to the successful completion of the Minimum Standards Basic Law Enforcement Training Course as provided in the Illinois Police Training Act and are currently serving as a law enforcement officer on a part-time or full-time basis within the State of Illinois,
- Persons who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service.

RE-TESTING INFORMATION

If the Department re-tests, an individual who is on a current list has two options:

- The first option allows that individual to keep his/her original score and not re-test. They are positioned on the new list according to their original score. The original expiration date will still apply.
- The second option allows participation in the new testing process. If they successfully complete all the tests, they can then choose either score, **old** or **new.** If the new score is chosen, they are placed on a new list, according to the numerical score, for its two-year duration. If they do **not** successfully pass the new testing process, they can choose their old score, and the original expiration date would apply.

NOTE: All testing is done within the Rules and Regulations of the Board of Fire and Police Commissioners, City of Rockford ordinances, and all applicable state and federal statutes.

PHYSICAL FITNESS ASSESSMENT TEST

After the written exam, the next step in the process to become a Rockford police officer is the taking of the Physical Fitness Assessment Test. This is actually a series of four separate events that will determine a candidate's fitness level as compared to a standard. Information concerning each event is listed on the following pages.

IMPORTANT

It is strongly recommended that a candidate prepare for the Fitness Assessment Test. It is also strongly recommended that anyone preparing for this series of tests obtain clearance from a competent medical authority before engaging in any physical activity.

On the following pages, there are separate sheets for each of the events, which are:

Sit-and-Reach Test
One Minute Sit-up Test
One Repetition Bench Press
1.5 Mile Run (Timed)

Applicants must pass each test - a failure on <u>any one</u> of the four test events removes the applicant from any further testing.

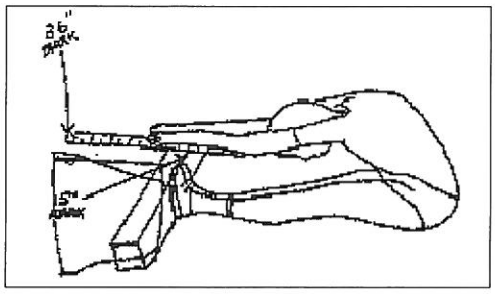
Applicants constantly need to check their e-mail for dates and times for upcoming testing events.

If you have any questions, please call the Recruiting Office at (815) 987-5838.

I. SIT-AND-REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toe or beyond with extended arms from the sitting position. ***The score is in inches reached on the scale stamped onto the top of the box.***

The applicant **must wear** shorts or long pants that can be pulled above the knees so that the knees are visible. They sit on the floor with legs extended in a box. The legs must remain rigid and down. In ***stocking feet,*** the heels touch the front edge of the box and are eight inches apart. With the slider set at the edge of the box, the applicant slowly reaches forward, pushing the slide with hands overlaid and fingers even, as far as possible, and holds the position, momentarily. The furthest distance reached on the scale by the fingertips is recorded. The scores listed are in inches and are the **minimums** that must be obtained.



AGE	MALE	FEMALE
21 - 29	16.0"	18.8"
30 - 39	15.0"	17.8"
40 - 49	13.8"	16.8"
50 - 59	12.8"	16.3"

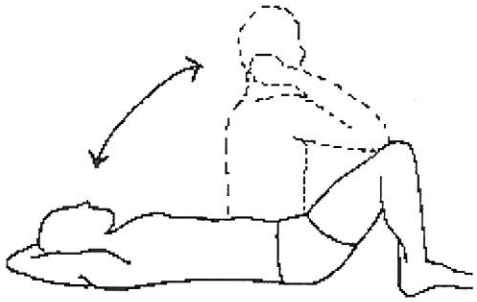
II. ONE MINUTE SIT-UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. ***The score is the number of bent leg sit-ups performed in one minute.***

The applicant lies on their back, knees bent, fingers laced behind the head. The applicant then performs sit ups touching the elbows to knees before returning to the starting position. The applicant performs as many sit-ups as possible within one minute. The applicant's feet will be held down by an assistant during the test. The scores listed are the **minimum** that a candidate must do in one minute.

POINTS TO REMEMBER WHEN PERFORMING SIT-UPS:

- Hands must remain laced together, behind the head, at all times
- When returning to the starting position, shoulder blades must touch the floor each time.
- Cannot arch back and lift seat off the floor.
- Sit-ups not performed properly will not count and will have to be re-done



AGE	MALE	FEMALE
21 - 29	37	31
30 - 39	34	24
40 - 49	28	19
50 - 59	23	13

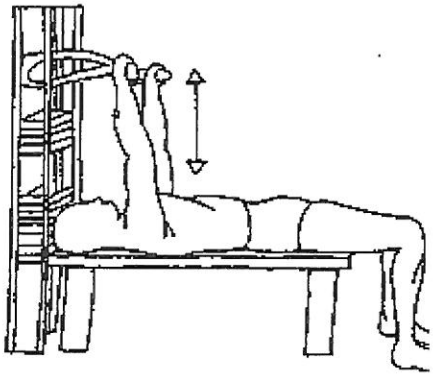
III. ONE REPETITION MAXIMUM BENCH PRESS

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. ***The score is the ratio of weight pushed divided by body weight.***

The applicant lies in the bench press position and must push the percentage of body weight shown in the chart (one repetition only). A universal type machine will be used for this event. We cannot guarantee a certain machine. We are currently using the universal machine at Rock Valley College. But be prepared to perform your bench press with a substitute universal machine if the circumstances dictate. The score for this test is the maximum number of pounds lifted in one repetition, divided by body weight, which gives the percentage of body weight lifted. The scores listed are the minimum percentage of your body weight that must be pressed according to your appropriate category.

> An easy way to determine the minimum amount of weight that you would have to press is to find the appropriate category for your sex and age. Then, multiply the percentage shown by your weight. Example: for a male 25 years old, weighing 176 pounds, the percentage shown is .98, thus: .98 x 176 = 172

NOTE: Up to four lifts (warm-ups) are allowed to prepare for the maximum - the maximum push **must** be completed on or before the fifth push.



AGE	MALE	FEMALE
21 - 29	.98%	.58%
30 - 39	.87%	.52%
40 - 49	.79%	.49%
50 - 59	.70%	.43%

IV. 1.5 MILE RUN

This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. ***The score is in minutes and seconds.***

The times given are the **maximum** allowable time according to the sex and ages shown.

AGE	MALE	FEMALE
21 - 29	13:46 Minutes	16:21 Minutes
30 - 39	14:31 Minutes	16:52 Minutes
40 - 49	15:24 Minutes	17:53 Minutes
50 - 59	16:21 Minutes	18:44 Minutes

WHAT TO EXPECT

Once a candidate for the Rockford Police Department is notified that an opening exists and they are the next person to be hired from the Eligibility List, they can expect the following to take place:

PHYSICAL EXAMINATION
The physical examination will be scheduled by the Department after an individual is notified an opening exists.

An extensive physical examination is required by the City of Rockford to determine fitness to perform the duties of a police officer. The State of Illinois also requires a physical examination for entry into the Police Academy. And, the Pension System, a separate entity, requires a physical examination for entry into the Pension System.

PHYSICAL FITNESS ASSESSMENT TEST
An individual placed on the final eligibility list must pass the Physical Fitness Assessment Test before they can be hired. This is the same physical fitness test that is given at the beginning of the testing process. The test includes the 1.5 Mile Run, Sit-ups, Sit-and-Reach, and the Bench Press.
Be prepared to take this test prior to or upon arrival at the police training academy.

SWEARING-IN
Individuals who are determined to be able to perform the duties as required by the City of Rockford and the State of Illinois are then sworn in as police officers.

At this time, the new officer begins an eighteen-(18) month probationary period.

POLICE TRAINING PROGRAM
The training to become a Rockford Police Officer takes approximately 44 weeks from the date of hire. This is a long period of time that is very intense, physically and mentally demanding, and at times stressful. The steps of the training process are described below.

➢ POLICE TRAINING ACADEMY
Once hired, a new police officer will attend Basic Training at an accredited academy. There is one important note regarding this schooling: An officer must maintain a passing average at the school **AND** pass the Comprehensive Examination given the last week of school. *Failure to pass either can result in immediate termination of employment from the Department.*

➢ DEPARTMENT TRAINING
Upon completion of Basic Training, officers return to the Department for additional classroom and practical training, which is specific to the Rockford Police Department.

➢ FIELD TRAINING
Upon completion of classroom training, a recruit officer will begin a period of "on-the-job" training. During this 20-week period, the officer will work with Field Training Officers, will be taught various aspects of the job, and will be evaluated regularly.

PATROL OFFICER
Upon successful completion of the field-training period, the officer will be assigned as a patrol officer. This usually means working alone, in a marked squad car, on various shifts.

ADVANCEMENT
As an officer moves through his or her career with the Department, there is a potential for advancement to positions, such as investigator, or ranking positions, such as Sergeant and Lieutenant.

GENERAL INFORMATION
An applicant for the police officer position should be aware that the Rockford Police Department works three ten-hour shifts in the Patrol Division, as follows:

6:30 A.M. to 4:30 P.M.
4:00 P.M. to 2:00 A.M.
9:00 P.M. to 7:00 A.M.

Upon completion of the training program you will be assigned to a patrol shift. Once a year you will have the opportunity to bid for the shift of your choice. Assignments to the shifts will be determined by your seniority on the department.

THE CITY OF ROCKFORD IS AN EQUAL OPPORTUNITY EMPLOYER.